

PROSEDUR PEMBUATAN SURAT BEBAS PUSTAKA

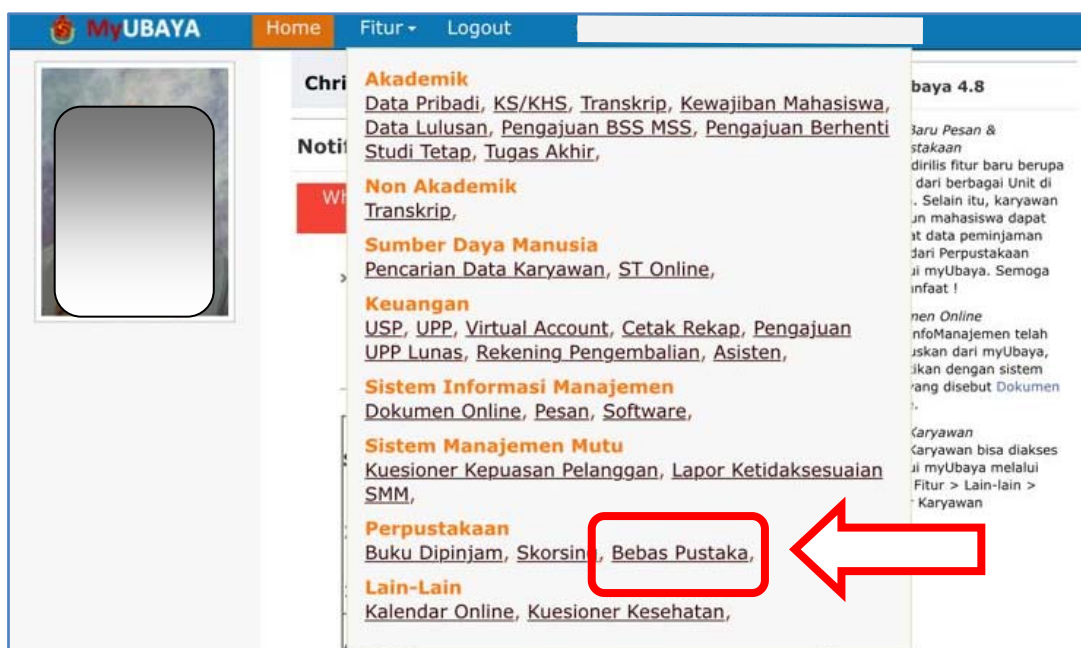
Surat Bebas Pustaka adalah surat keterangan yang diberikan oleh perpustakaan kepada mahasiswa yang mengurus kelulusan, cuti (BSS/MSS) maupun mengundurkan diri (BST) sebagai mahasiswa Universitas Surabaya.

Syarat pemberian surat keterangan Bebas Pustaka adalah mahasiswa tidak memiliki pinjaman buku koleksi perpustakaan.

1. Mahasiswa melakukan login ke portal <https://my.ubaya.ac.id/>



2. Mahasiswa memilih fitur menu **Perpustakaan - Bebas Pustaka**



3. Mahasiswa memilih menu **Bebas Pustaka Baru**

The screenshot shows the MyUBAYA website interface. The top navigation bar includes 'Home', 'Fitur', and 'Logout'. The left sidebar lists menu items: 'Perpustakaan', 'Buku Dipinjam', 'Skorsing', 'Buku Label Hijau', 'Usulan Bahan Pustaka', and 'Bebas Pustaka'. The 'Bebas Pustaka' menu item is highlighted with a red box. The main content area is titled 'Bebas Pustaka' and contains a form with fields for 'Tanggal Buat', 'Status Verifikasi', and a 'Filter' button. Below the form is a table with columns: 'Tanggal Buat', 'Keperluan', 'Keterangan', 'Status Validasi', and 'Aksi'. The table is currently empty, displaying 'Tidak ada data'. The footer contains the text: '©2006-2021 UBAYA. Developed by Direktorat SIM UBAYA'.

4. Mahasiswa mengisi form permohonan sesuai kebutuhan (LULUS / MSS / BSS / BST) disertai keterangan (optional) kemudian klik simpan

The screenshot shows the MyUBAYA website interface with the user logged in as 'NIKE APRILLIA PRIYADI(120117041)'. The 'Bebas Pustaka' form is filled out with the following information: 'NRP : 120117041', 'Tanggal Buat : 05-10-2021', and 'Keperluan : - Pilih -'. The 'Keterangan' field is empty. A dropdown menu is open for the 'Keperluan' field, showing options: 'MSS/BSS', 'LAIN-LAIN', 'Sementara', 'LULUS', and 'BST'. A 'Kembali' button is visible at the bottom right of the form. The footer contains the text: '©2006-2021 UBAYA. Developed by Direktorat SIM UBAYA'.

5. Mahasiswa menunggu validasi petugas perpustakaan

The screenshot shows the MyUBAYA library system interface. At the top, there is a navigation bar with 'Home', 'Fitur', and 'Logout' options. Below the navigation bar, a red-bordered box highlights the message 'Simpan Bebas Pustaka Berhasil.' (Save Free Book Successful). The main content area is titled 'Bebas Pustaka' (Free Book) and contains a form with fields for 'Tanggal Buat' (Date Created) and 'Status Verifikasi' (Verification Status), along with a 'Filter' button. Below the form is a 'Bebas Pustaka Baru' (New Free Book) button. A table displays the list of free books with columns for 'Tanggal Buat', 'Keperluan', 'Keterangan', 'Status Validasi', and 'Aksi'. The first row shows a book created on 24-09-2021 with the status 'Menunggu Validasi Perpus' (Waiting for Library Validation). A red-bordered box highlights this status, with a callout bubble containing the text 'Menunggu Validasi Petugas' (Waiting for Staff Validation). At the bottom of the page, the copyright notice reads '©2006-2021 UBAYA. Developed by Direktorat SIM UBAYA'.

6. Mahasiswa memperoleh notifikasi validasi petugas perpustakaan di Home MyUbaya. Klik notifikasi Bebas Pinjam untuk melihat status validasi

The screenshot shows the MyUBAYA user profile page for 'NIKE APRILLIA PRIYADI'. The page features a navigation bar with 'Home', 'Fitur', and 'Logout' options. A red-bordered box highlights the notification 'Notifikasi Bebas Pinjam' (Free Book Notification). Below the notification, a red-bordered box highlights the message 'Terdapat 1 Bebas Pustaka yang sudah direspon.' (There is 1 Free Book that has been responded to). The main content area displays a document titled 'PENGUMUMAN SEMESTER GASAL 2021-2022' (Semester I Announcement 2021-2022) with details about virtual account changes and payment instructions. On the right side, there is a sidebar with the text 'myUbaya 4.8' and a description of the system's features and data management.

7. Mahasiswa memperoleh validasi permohonan Bebas Pustaka dari petugas

The screenshot shows the 'Bebas Pustaka' detail page in the MyUBAYA system. The page displays the following information:

- NRP : 124219019
- Tanggal Buat : 24-09-2021 09:43:51
- Keperluan : LULUS
- Keterangan : kelulusan S2 kenotariatan
- Status Validasi : Validasi Setuju
- Tanggal Validasi : 24-09-2021 09:45:24

A 'Kembali' button is visible at the bottom of the detail view. The footer indicates '©2006-2021 UBAYA. Developed by Direktorat SIM UBAYA'.

8. Mahasiswa memperoleh surat Bebas Pustaka format PDF yang dapat dicetak secara mandiri.

The screenshot shows the 'Bebas Pustaka' list page in the MyUBAYA system. A callout box with a red border and a pointer highlights a PDF icon in the 'Aksi' column of the table. The callout text reads: "Surat Bebas Pustaka dicetak secara mandiri".

The table displays the following data:

Tanggal Buat	Keperluan	Keterangan	Status Validasi	Aksi
24-09-2021	LULUS	kelulusan S2 kenotariatan	Validasi Setuju	

The footer indicates '©2006-2021 UBAYA. Developed by Direktorat SIM UBAYA'.

9. Mahasiswa memperoleh Surat Bebas Pustaka format PDF.

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SURAT BEBAS PINJAM 0001/Ptk/Sket-1/IX/2021	
Yang bertanda tangan di bawah ini menerangkan:	
Nama NRP/Fakultas	<input type="text"/>
TIDAK MEMPUNYAI TANGGUNGAN PINJAMAN BUKU DI PERPUSTAKAAN UNIVERSITAS SURABAYA	
Untuk Keperluan: kelulusan S2 kenotariatan	
Surabaya, 24-09-2021 Direktur Perpustakaan  Amirul Ulum, S.Sos., M.IP.	